



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: STANDARDS COMPLIANCE COORDINATOR

SALARY RANGE:	\$5,297 - \$6,584 per month <i>*The Starting Salary applies to those first entering State Service. Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</i>
TENURE/TIME BASE:	Permanent/Full-Time
PROGRAM/DEPARTMENT:	Quality Assurance Program
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES:

Under the direction of the Quality Assurance Program Director, the Standards Compliance Coordinator (SCC) is responsible for the supervision of several Individual Program Coordinators to ensure that Individual Program Plans are developed, implemented, monitored and updated to remain current with the changing needs of the individuals served; conducting data collection/analysis and reporting on the status of unmet needs; conducting training on regulatory compliance and engaging in supervisory activities that support and promote the facility vision, mission, values, goals, and objectives. The SCC is responsible for maintaining detailed and current knowledge of all plans of correction; keeping abreast of changes or proposed changes in regulations; reviewing regulations for facility impact; and communicating changes to pertinent facility staff. The incumbent coordinates the review process of policies, procedures and practices to ensure they are in accordance with applicable regulations; conducting rounds, mock surveys, monitoring feedback systems that ensure ongoing standards and regulatory compliance activities, and ensuring that corrective action plans are conducted effectively and timely; reporting on facility compliance status; coordinating and monitoring facility surveys; and completing necessary documents. The SCC participates in, and chairs, committees and work groups, preparing summaries, reports, and correspondence, and special assignments related to Quality Assurance and Standards Compliance.

WHO MAY APPLY:

Candidates must possess Civil Service Eligibility to apply. Eligibility consists of: Current or former California State Civil Service employment (lateral transfer or reinstatement) or list eligibility. Per California State Personnel Board Rule 250, all applicants must meet the Minimum Qualifications as outlined in the Job Specification. The Job Description and related information may be located by visiting: www.calhr.ca.gov Applicants must specify the type of civil service eligibility they possess on the application. Applications may be obtained from the Human Resources Office at Sonoma Developmental Center or downloaded from this site. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearance. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews.

SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO THE FOLLOWING ADDRESS:

Sonoma Developmental Center
Human Resources Department – Room #124 –PAB Bldg.
PO Box 1493
15000 Arnold Drive
Eldridge, CA 95431

(707) 938-6992 Contact Susan Schrier with questions specific to duties of the position. Civil Service Eligibility will be determined by the selection analysts in the Human Resources Department.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.